

# Coulsdon C of E Primary School

## E-Safety Policy

*Together, growing in mind, body and spirit*

### Aims

Coulsdon C of E aims to provide the children with a Computing curriculum that develops them as safe internet users. We aim to provide a stimulating learning experience, through all subjects and the creative curriculum. The Governors expect all staff and volunteers to share this commitment by demonstrating their understanding of how each individual adult working on behalf of the school has an active part to play in protecting children from harm and promoting their welfare.

### Internet Use

- The school Internet access will be used expressly for educational use. It is managed not locked down in order that children can be taught safe use of the internet.
- The school will take all reasonable precautions to prevent access to inappropriate material.
- However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network.
- Children are educated in the effective and safe use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Children are taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- Children are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Children are not permitted to search You Tube. Teaching staff are aware that some comments below videos may be unsuitable and take steps to ensure these are not visible
- Parents are asked to sign and return a copy of the E Safety Rules for pupil access.
- The school works with the LEA and the Internet Service Provider to manage the filtering of Internet content.

### Managing information

- Access to confidential files and SIMS database is password protected through an individual user's login that has enhanced rights over a child's login. Passwords will be changed regularly, and SIMS passwords will be different to teacher's laptop password.

### Communication

- Children only use approved e-mail accounts and must immediately tell a teacher if they receive offensive e-mail.
- Parents and pupils may contact members of staff on the school office e-mail address only.
- It is inappropriate for children or parents to contact members of staff on a mobile 'phone
- Children will not use mobile 'phones in school. If they bring a 'phone to school they must leave it in the school office and collect it at the end of the day.

## **Published Content**

- Staff and children are aware that they should not publish personal information on the internet (see E Safety Rules)
- Children under the age of 13 are not permitted to have Facebook accounts and will be reported.
- Teaching staff are aware that they need to take reasonable care to ensure their privacy when using Facebook and will not be friends with children they know to be underage. (see code of conduct)

## **Emerging Technologies**

7.1 Emerging technologies (such as hand held devices) will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

7.2 Mobile phones will not be used on site without express permission of the head teacher (see Acceptable Use of Mobile Phones Policy)

7.3 All communications should use school texting system/school office staff, and not personal mobile phones.

## **Internet Access**

- The ICT Technician will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- The school will use the LGFL filtering system on the broadband connection.
- If staff or pupils discover unsuitable sites, the URL must be reported to the ICT Coordinator/Technician/Headteacher
- Any material that the school believes is illegal must be referred to the CEOP and/or Internet Watch Foundation.
- Any member of staff, may contact Professionals online safety helpline 0844 3814772 for advice on any e-safety incident.

## **Cyber Bullying**

- Cyber bullying (along with all forms of bullying) will not be tolerated in school.
- All incidents of cyber bullying reported to the school will be investigated and recorded through e-safety incident procedures.
- Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence (copies of offensive messages or screen shots).
- The school will take steps to identify the bully, where appropriate, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.

### **Sanctions for those involved in Cyber bullying include:**

- Any material deemed to be inappropriate or offensive must be removed.
- A service provider may be contacted to remove content.
- Internet access may be suspended at school for the user for a period of time.
- Access to school systems will be blocked
- Parent/Carers will be informed.

- The Police will be contacted if a criminal offence is suspected.

### **Role of E-safety Leader**

The E-safety leader will:

- Keep up to date on developments
- Investigate e-safety incidents, following school procedure, reporting to the head teacher and inclusion committee.
- Ensure participation in national internet safety events (Safer Internet Day)
- Providing all members of staff with guidelines to show how aims are to be achieved and how the variety of all aspects of e-safety is to be taught
- Advising on in-service training to staff where appropriate. This will be in line with the needs identified in the School Development Plan and within the confines of the school budget
- Report to the Inclusion committee.

Signed ..... Chair of Curriculum on behalf of the Governors

Signed ..... ICT Leader

Signed ..... Head Teacher

Date ..... Review date: March 2022

## ***Coulsdon C of E Primary School - Acceptable Use Policy for Internet***

1. Pupils must obtain the permission of parent(s)/guardian(s) before they can be allowed to use the Internet or education Email service. The Parental Permission Form must be signed and returned to the school.
2. Pupils should only use the school computer systems for those activities and services (Internet and Email) which they have been given permission to use.
3. Pupils must only use the school computers with the permission and under the supervision of a member of staff.
4. Activities which use the Internet during taught lessons will be directly related to school work. Use of the Internet outside of taught lessons is at the discretion of a member of staff who will set guidelines and rules for its use.
5. Pupils must only use the user name and password (if used by the school) that they have been given.
6. Pupils should not download and use material or copy and paste content which is copyright. Most sites will allow the use of published materials for educational use. Teachers will give guidelines on how and when pupils should use information from the Internet.
7. The Internet access provided is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that parents are aware that users of the system are required to act responsibly. Under no circumstances should pupils attempt to view, upload or download any material that is likely to be unsuitable for children or schools. Pupils have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate content.
8. Pupils will be taught to respect the privacy of files of other users. They will be taught not to enter, or attempt to enter without permission, the file areas of other pupils or staff.
9. Parents are asked to explain the importance to their child of these rules for the safe use of the Internet and to sign and return to the school the Parental Permission Form. No disks from home can be used on systems in school unless they have been virus scanned.
10. It is the policy of the school not to identify individual children in photographs used in local newspapers or on the Internet. For pictures used on web sites any images used are of groups of pupils.

Failure to comply with these rules will result in one or more of the following :

- A ban, temporary or permanent, on the use of the Internet at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school.

If you do not understand any part of this “Acceptable Use Policy”, parents should ask a member of staff for guidance. You should only sign the Parental Permission Form when you have read, understood and have explained the importance of these rules to your son or daughter.

## Parental Permission for Pupil use of Internet Facilities at School

The school has a connection to the Internet. The Internet provides a number of important and valuable contributions that can enhance learning and understanding in all of the school curriculum areas. Thousands of schools across the world now have access to the Internet, and many pupils and students are reaping the educational benefits this learning resource provides.

As a result of the open and unregulated nature of the Internet, there is some material that is unsuitable for viewing by children. Therefore, we have introduced procedures that should enable your son/daughter to use the Internet facilities safely and securely. A copy of the school's Acceptable Use Policy is attached to this letter. We will make every effort to ensure that unsuitable material is not viewed by your son/daughter. A member of staff will monitor each session. Each member of staff and parents of each pupil using the Internet must agree to the Acceptable Use Policy. This policy sets out the rules that must be adhered to, for the protection of all users.

For your information the following web sites provide further information on "Safety on the Internet":

<http://safety.ngfl.gov.uk/>                      The UK Government Internet Safety site.

<http://www.iwf.org.uk/>                      The Internet Watch Foundation website.

The form below must be completed, signed and returned to the school for our records. Use of the Internet and/or E-mail service will be withheld unless this has been done.

---

I have read, understood and explained the Acceptable Use Policy to my child:

Pupil Name (PLEASE PRINT) \_\_\_\_\_ of class \_\_\_\_\_

Name of Parent/Guardian/Carer (PLEASE PRINT) \_\_\_\_\_

Signature of Parent/Guardian/Carer \_\_\_\_\_ Date \_\_\_\_\_

I understand that the school will ask my specific permission prior to any pictures of my child being placed on the school or LEA web site.

## Key Stage 1

# Think then Click

These rules help us to stay safe on the Internet

We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.

We can search the Internet with an adult.

We always ask if we get lost on the Internet.

We can send and open emails together.

We can write polite and friendly emails to people that we know.

B. Stoneham & J. Barrett

## Key Stage 2

# Think then Click

## e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

## Staff Code of Conduct for ICT

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's e-safety policy for further information and clarification.

- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that school information systems may not be used for private purposes without specific permission from the headteacher.
- I understand that my use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the e-Safety Coordinator, the Designated Child Protection Coordinator or Headteacher.
- I will ensure that electronic communications with pupils including email, IM and social networking are compatible with my professional rôle and that messages cannot be misunderstood or misinterpreted.
- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

**I have read, understood and accept the Staff Code of Conduct for ICT.**

Signed: ..... Capitals: ..... Date: .....

Accepted for school: ..... Capitals: .....



## School rules for responsible ICT use

These rules will help to keep everyone safe and help us to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my login and password secret.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.

**I have read and understood the above rules and I agree that I will keep to them.**

Name:

Revi







## KS2 Acceptable Use Policy

- ✧ I will ask a teacher or adult if I want to use the computer or iPad.
- ✧ I will only use programmes or apps that a teacher has told or allowed me to use.
- ✧ I understand that the school will monitor my use of the computer/iPad.
- ✧ I will keep username and password safe and secure - I will not share it, nor will I try to use any other person's username and password.
- ✧ I will be aware of 'stranger danger' when I am communicating online.
- ✧ I will not tell anyone my personal information about myself or others online.
- ✧ I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- ✧ I will be polite and responsible when I communicate with others.
- ✧ I will not take or share images of anyone without their permission.
- ✧ I understand that there will be consequences if I break the rules.

\_\_\_\_\_  
Pupil Signature

\_\_\_\_\_  
Parent Signature

# iPad Rules

## Be Safe

- ✧ Carry the iPad with two hands
- ✧ Keep the iPad on a flat surface.
- ✧ Remain seated.

## Be Responsible

- ✧ Use the appropriate apps.
- ✧ Have clean hands.
- ✧ Speak to the teacher if you have a problem.

## Be Respectful

- ✧ Turn the iPad's screen off when a teacher is talking.
- ✧ Let your teacher know when the battery is less than 50%